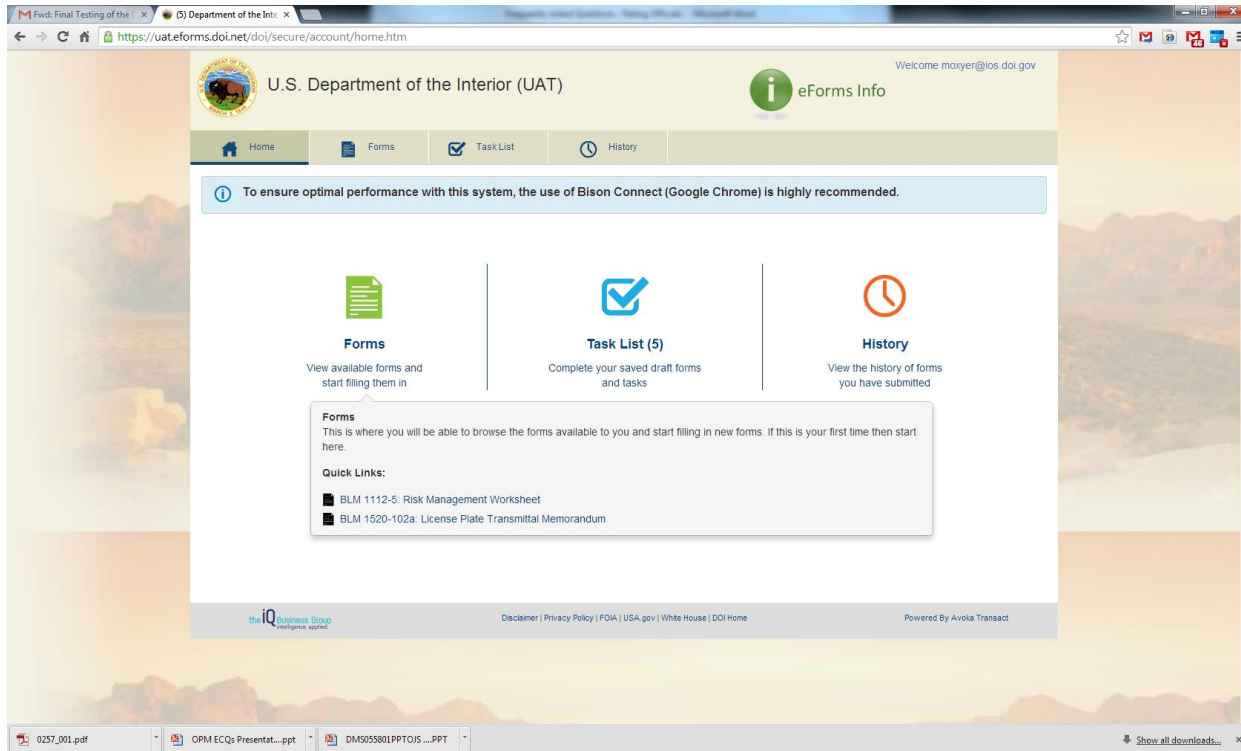


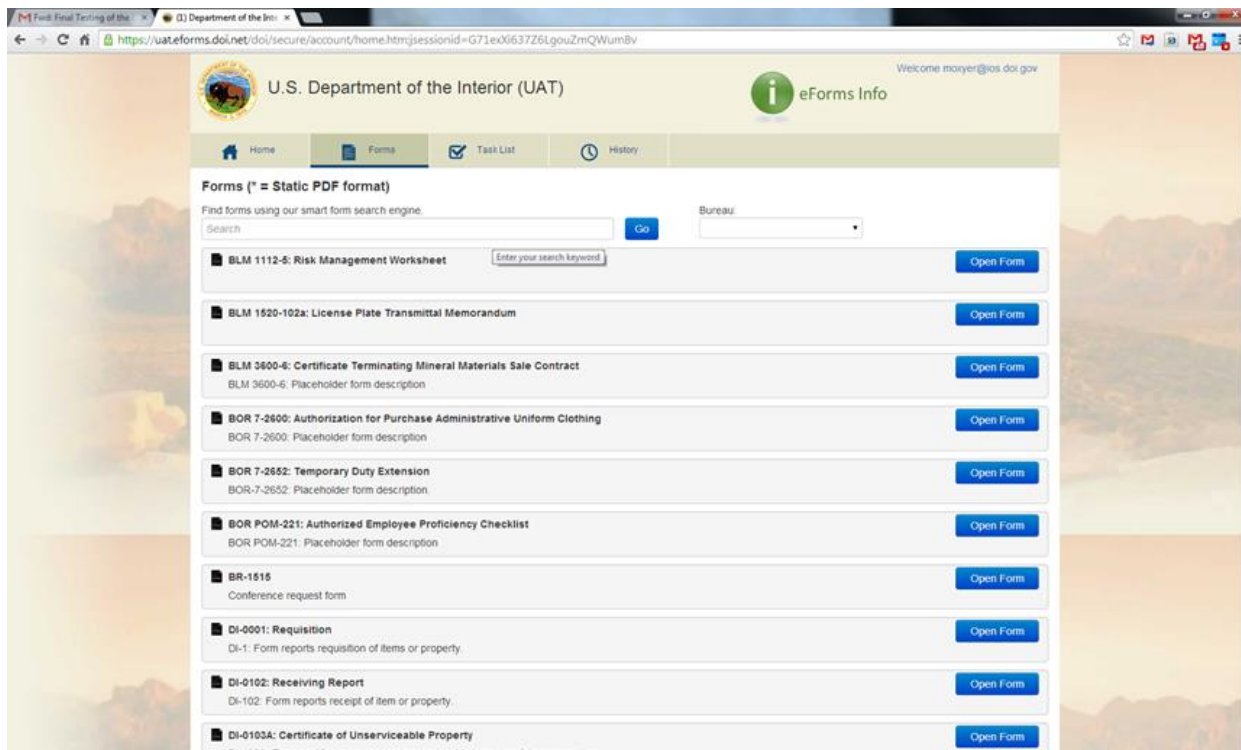
## Frequently Asked Questions – Executives/Senior Professionals Automated DI-2011 and DI-2002 Forms

How do you access the forms?

<https://eforms.doi.gov>



To begin, click on the Forms menu. You can either use the **Search** function to find the form on the list or scroll down to the DI-2011/DI-2002 forms.



Once you find the form, click on the **Open Form** button next to the form name. The form can only be sent between individuals with an established account.

### How do I know what fields are mandatory?

Any field with a small red asterisk is mandatory.

### What does this symbol found on the form mean?

This is a help symbol. If you click on it, it will provide further detail on the section you are viewing.

### What does this symbol found on the form mean?

This is an expansion symbol. If you click on it, it will provide expanded text for the section you are viewing.

### Will I receive a notification when it is time to complete the Progress Review and the Annual Review at the end of the rating period?

The Rating Official and executive/senior professional will receive reminders for different tasks. At the beginning of the rating cycle, the Rating Official will enter a proposal date for the Progress Review. A notification will be sent to the Rating Official 15 days prior to the proposed Progress Review date reminding them to complete this task. At the Progress Review, the Rating Official will enter a proposed date for the Annual Review. A notification will be sent to you 15 days prior to the proposed Annual Review date reminding them to complete this task.

### Can someone else other than the Rating Official initiate the form?

Yes, in addition to the rating official, the form can be initiated by an authorized individual, such as an Executive Resources Coordinator or Chief of Staff. You can also initiate your own performance plan on behalf of the rating official. When the form is opened, the first question asked is “Are you initiating the form on behalf of someone else?” If the answer is **Yes**, select **Yes** from the drop down list. The initiator’s name will appear in the *Initiator Information* section. Once the form is completed, it will be forwarded to the Rating Official for their review before it goes to the executive/senior professional.

### Can the form be edited?

Yes, the form can be edited when the performance plan is being developed and at the Progress Review stage. The only person that can edit the form is the Rating Official.

### How much text can be entered?

**The maximum number of characters for the following fields is 2500 characters:**

#### **DI-2011**

Agency-Specific Performance Requirement  
Results-Driven Performance Requirement  
Strategic Alignment  
Higher Level Review Response and Recommendation

#### **DI-2002**

Optional Organizational Performance Standards  
Critical Element Name  
Link to Strategic Plan/Organizational Goals

## Performance Commitments

**The maximum number of characters for the following fields is 10,000 characters (approximately 2-1/4 pages of text)**

### **DI-2011**

Progress Review Comments

Accomplishment Narrative

Rating Official Narrative (Optional)

Summary Rating Narrative (Mandatory)

Comments (if the executive/senior professional disagrees with performance plan or requesting a Higher Level Review)

Comments (if the Reviewing Official disagrees with the performance plan, progress review or rating)

Performance Review Board Comments

### **DI-2002**

Progress Review Comments

Senior Professional's Summary of Accomplishment

Supervisor's Justification for Rating

Comments (if the executive/senior professional disagrees with performance plan or rating)

Comments (if the Reviewing Official disagrees with the performance plan, progress review or rating)

Performance Review Board Comments

### **Will I get a copy of the form?**

At the end of each major stage (performance plan development, progress review, annual review), you will receive an email "receipt" or copy of the appraisal.

### **How do I send a courtesy copy of my plan/appraisal to my Human Resources Office?**

You can provide a copy of this form to your Servicing Human Resources Office at three points – after the plan is put in place, after the progress review, and when the appraisal is completed. After you complete these tasks, a check box will appear. To send the form, check the box and enter the email address of your Executive Resources Coordinator.

If you are not sure if you need to send a courtesy copy, contact your Executive Resources Coordinator.

### **What if I do not agree with the proposed performance plan?**

Once the form is sent to you to review, you will be asked if you agree with the performance plan. If you choose No, you can provide comments to the Rating Official to consider. The Rating Official will consider your comments, make changes as appropriate and send the form back to you for review and approval. Please note the electronic capabilities of this form should not replace any verbal discussions between the Rating Official and the executive/senior professional to work out any disagreements.

### **Can the form be sent to a Reviewing Official?**

Yes, a Reviewing Official can review the form at the plan development stage, at the Progress Review stage and at the Annual Review stage. This is optional. The Reviewing Official can indicate whether or not they agree and provide comments if they do not agree. Those comments will be provided back to the Rating Official for consideration.

### **Can I request a Higher Level Review?**

Yes. After the Rating Official completes the rating, if you do not agree with the rating, you can request a Higher Level Review at this time. You also provide comments (up to 10,000 characters or 2-1/2 pages) for the official completing the Higher Level Review to consider. These comments and the recommendation and comments provided by the official

completing the Higher Level Review will become part of the record and will be provided to the Performance Review Board.

**Can I delete a form?**

You can delete a saved form but you cannot delete a form in progress.

**Can I delete a form if an executive/senior professional has left the agency?**

You can close the form at the Progress Review or Annual Appraisal stage by clicking on the **Close Task** radio button and clicking on the **Submit Now** button.

**Can I complete an interim review if an executive/senior professional has left the position?**

Yes, you can initiate an interim review at the Progress Review stage.

**What happens to the form after the appraisal is completed?**

The form will be sent to your Servicing Human Resources Office for a technical review. They will forward the form to the Executive Resources Division, Office of Human Resources to forward to the Performance Review Board for their recommendation and the Executive Resources Board for their final decision. Once the final decision has been recorded by the Executive Resources Board, the final appraisal will be posted to your electronic official personnel folder or eOPF *(NOTE: This last feature is not available at this time but is expected to be in place by the end of the rating cycle).*